

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Preschool Coordinator/Teacher (Seasonal)	<u>Revision Date:</u> 02/14
		<u>EEO Category:</u> Paraprofessional
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 50928

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Youth Coordinator and Day Care Director, organizes and supervises the preschool program and participants.

III. Essential Duties

- Instruct, plan, and organize Preschool activities.
- Organize and monitor all Preschool activities.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Maintain order and cleanliness in teaching station.
- Inspect program site daily for possible hazards that may cause injury to participant or passerby.
- Verify registration forms, roll sheets and other documentation.
- Inventory activity equipment and supplies.
- Assist in monitoring assigned activity budget.
- Prepare and submit purchase requests for supplies, equipment and activities.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

**Education:** High School diploma or equivalent preferred.

**Experience:** One year experience in coordinating and organizing preschool programs required; background in Early Childhood Education preferred.

**License/ Certifications:** CPR, First Aid, and Food Handlers certification required within 30 days of hire.

**Knowledge of:** Current methods and principles involved in Child Care; games, sports, arts and crafts, storytelling, music; leadership, team building, and self -motivation skills a must; English usage, spelling, and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction; responsibility for assigned part-time and seasonal employees.

**Communication Skills:** Work well with public, including adult and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information.

**Tool, Machine, Equipment Operation:** Regular use of a copy machine and telephone; occasional use of a personal computer. Occasional use of city vehicle.

**Analytical Ability:** Follow written and verbal instructions.

VI. Working Conditions:

*Physical Demands:* Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.

*Work Environment:* Generally comfortable working conditions; frequent field work in coordinating and directing programs; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_